

Concordia University
Faculty Council of the John Molson School of Business
Minutes of the meeting held Friday, November 9, 2007

JMSB-2007-08M

Present: S. Sharma, Chair
K. Arhgyed (Mana.), B. Barbieri (Mktg.), S. Betton (Fina.), , C. Cho (Acco.),
A.-M. Croteau (DS&MIS), C. Draimin (Acco.), V. Esposito (CASA), M. Farashahi
(Mana.), A. Fagnoli (Reg.) T. Field (Mana), J. Freed (Fina.), Z. Gidengil (Mktg.),
A. Gold (CASA), A. Hochstein (Assoc.Dean), G. Kanaan (Assoc.Dean), D. Kira
(DS&MIS), A. Krzyzak (Comp.Sci.), G. Lao (CASA), C. Lavergne (CGSA), J. Longo
(Staff), M. Mulrennan (SGS), F. Nebebe (DS&MIS), S. Nelson (Staff), E. Pelsise
(CASA), D. Peltier-Rivest (Acco.), P. Pietromonaco (Facil.), J. Redler (CASA),
C. A. Ross (Mktg.), M. Sharma (DS&MIS), L. Switzer (Associate Dean)

**Absent with
Regret:** A. Ahmad (Fina.), J. Ahmad (Econ.), T. Basith (CASA), D. Cameron (Mana.),
S. Chauhan (DS&MIS), K. Diaz (CASA), N. D'Urbano (CASA), G. Fisher (Econ.),
K. Gheyara (Acco.), S. Goyal (DS&MIS), L. Katsanis (Mktg.), K. Lamertz (Mana.),
I. Rakita (Fina.), K. Saliba (CGSA), I. Sendek (Lib.), P. Trofimovich (TESL),
U. Wassmer (Mana.)

Guests: M. Buyukkurt (DS&MIS), S. Brutus (Mana.), K. Cameron (N@C), L. Cornax (IITS),
P. Devey (IITS) K. Fiddler (OADR), C. Noyes (Ext.Aff.)

- I Call to Order
The meeting was called to order at 9:40.
- II Closed Meeting
- III Open Meeting
- IV Approval of Agenda – JMSB-2007-08A
On a motion duly seconded (M. Sharma, D. Kira) the agenda was unanimously approved with the following addition: item VII ii) Fall graduate admissions data.
- V Approval of Minutes – JMSB-2007-07M
On a motion duly seconded (M. Sharma, J. Redler) the minutes of the meeting held October 22, 2007 were unanimously approved with the following amendment: p. 5, line 2 – change ‘the decrease’ to ‘a portion of the decrease’.
- VI Chair’s Report and Question Period
S. Sharma advised that he would keep the entire JMSB community informed by issuing a quarterly report rather than making reports at each Council meeting. With regard to the Concordia Shuffle, he reported that JMSB was the only Faculty with increased participation. Engineering had the most participation, followed by JMSB, Arts & Science and Fine Arts. Engineering raised the most money followed by JMSB.

In response to a question regarding ICAMER, S. Sharma advised that K. Boulos would make the annual report at the December meeting of Council.

VII Business Arising from Previous Meeting

- i) Motion regarding policy VRS-13 entitled Policy for an Institutional Response to the Death of a Student - JMSB-2007-08A-01

S. Betton provided background about the student as well as supporting documentation of precedents in other universities for awarding an incomplete degree posthumously under similar circumstances. It was generally agreed that the policy required clarification and that the degree should be awarded on compassionate grounds. As the impetus for the motion came from classmates, staff and faculty members, it was also agreed that the student's parents should not be contacted until such time that the granting of his degree was approved by the Board of Governors.

On a motion duly seconded (S. Betton, M. Sharma) the following resolution was unanimously adopted:

Whereas:

The current Concordia Policy (VRS-13, dated February 8, 1999 entitled "Policy for an Institutional Response to the Death of a Student" states under Administrative Procedures: 8.f) In the event of a student death, the Office of the Registrar: shall consider any requests received from the student's family or Faculty for a posthumous degree or any special arrangements for presentation of an earned degree or other certification.

Whereas:

X was an active student attending classes and had completed over 81% of his degree requirements at the time of his death,

Be it resolved that:

the Faculty Council of the John Molson School of Business recommend to the Honorary Degree and Convocation Committee of the Board of Governors that we make an exception in this case and award the student a B. Commerce (in memoriam) conditional on the wishes of the family.

Be it further resolved:

that the JMSB Faculty Council recommends that policy, VRS-13, dated February 8, 1999 entitled "Policy for an Institutional Response to the Death of a Student" be reviewed and clarified to ensure compassionate, respectful and fair treatment of families and classmates of deceased students.

- ii) Fall graduate admissions data

In reply to a request made at the October meeting of Council, A. Hochstein reported that this year's minimum graduate GMAT score for EMBA admission was 430 and the lowest GPA was 2.07.

VIII Guests: IITS Presentation

On a motion duly seconded (M. Sharma, D. Kira) speaking privileges were granted to L. Cornax , Assistant Director, User Services, IITS and P. Devey, Director, Research and Development, IITS.

L. Cornax presented an overview of the many services offered by IITS that have been available to Concordia students as of September 2007 and will be available to faculty effective January 2008.

A copy of the presentation is attached. IITS contact information and promotional postcards were distributed to Council members. She advised that effective January 2008, there will be a charge of in the range of \$8.99 a month for use the external wireless mesh. There is no cost for internal use. By September 2008 users will have internet access along a one km radius of a corridor extending from the downtown campus to the Loyola campus. A concern about students' access to Turnitin was noted. It was suggested that this issue be discussed with A.-M. Curatolo, Communications Coordinator, IITS.

P. Devey reported that on-line grade entry has been modified to give faculty access to current and previous course evaluations and grade distributions. He advised that more than 95% of classrooms have been equipped with a projector, computer and VHS/DVD player. Effective January 2008 IITS staff will be available in the corridors to assist faculty with technological difficulties. He also reported that the JMSB building classrooms would be equipped with a centralized audio recording system. He advised that an IITS Advisory Council will be created that would include two representatives from each Faculty. Lastly, he encouraged faculty members to complete the IITS survey to help IITS to respond to their training and development needs.

IX Elections

- i) G. Johns, Professor, Department of Management was elected by acclamation to represent the JMSB on the Senate Research Committee effective immediately and terminating May 31, 2010

X Report: Research and Program Evaluation

L. Switzer reported that the first edition of the JMSB Research Bulletin would soon be on-line and thanked everyone who contributed to the production. He invited faculty contributions to the next issue that would feature a few researchers. He also invited input to the JMSB table of needs for research funding that could include personnel, submission fees, hardware, and software. He suggested that researchers refer to their grant applications to generate their lists. Although final figures for the number of JMSB grant applications were not yet available, L. Switzer remarked that the number of JMSB applications this year had increased and the amount requested from SSHRC funds has grown from \$1M to \$4.1M. In closing, he advised that amendments to the procedural guidelines for advisory search committees for graduate programs directors would be presented at the next Council meeting for approval. A call for applications for positions available June 1, 2008 would follow.

XI Report: Administrative Affairs and Human Resources
There was no report.

XII Standing Report on the status of the new JMSB building
There was no report.

XIII CGSA Report

C. Lavergne reported that CGSA students were working with Sustainable Concordia to increase awareness of sustainability in business. She announced that a Sustainable Business Association, was being established comprised of undergraduate and graduate students. The Association will host the Sustainable Business Conference in March 2008. She reported that an initiative to increase graduate student participation in local, national and international competitions was underway as well as another initiative for a 20minute-\$20.00 massage for students. She thanked

faculty members for supporting the French Coach promotional campaign visits to classrooms during the week of November 19th. Lastly, she invited everyone for lunch on November 16 in room GM725 to celebrate the launch of the French Coach website and announced that the graduation party would take place at Restaurant Rosalie on Sunday, December 2nd.

XIV Staff Report

J. Longo reported that CIT offered new e-mail accounts at no cost to business school alumni after the First Class accounts were closed in April 2007. Since then, intensive efforts have been made to reach out to offer this service to new graduates and alumni who have graduated during the last thirty years. The response has been excellent. He asked everyone to help promote this valuable tool, which would enable JMSB to build ongoing links with alumni, whenever the opportunity arises.

S. Nelson announced that the JMSB staff holiday party would take place on December 13th.

XV Report: Masters and Diploma Programs

i) Graduate Diploma in Business Administration (GDBA) delay in admissions – JMSB-2007-08A-02

A. Hochstein reported that he had informed the School of Graduate Studies that admissions for the Graduate Diploma in Business Administration (GDBA) program, which was approved by Faculty Council in May 2007, have been postponed until September 2009. He explained the disadvantages of the present curriculum for the intended target group and outlined some of the changes recommended by the graduate committee. The major changes include the elimination of the research paper, removal of the internship, which was difficult to administer, and listing all courses at the 500 level. The final proposal will be brought back to Council for approval after the committee has fine-tuned the curriculum.

In response to a question about GDBA students who apply to the MBA program, A. Hochstein advised that students would be considered for course exemptions on a case-by-case basis, however, they would not be eligible for advanced standing in the MBA.

On a motion duly seconded (A. Hochstein, Z. Gidengil) Faculty Council unanimously approved the delay in admissions for the Graduate Diploma in Business Administration (GDBA) program until September 2009.

XVI Report: Undergraduate Programs, Academic and Student Affairs – JMSB-2007-08A-03
The report was received.

It was reported that the John Molson International Exchange Program Committee was working to attract approximately thirty companies to an international day fair to be held in January 2008 in the atrium of the library building. The fair would promote studying, traveling, working and volunteering abroad.

In response to a question about a policy for mid-term feedback to students, G. Kanaan advised that there was no policy requiring professors to give feedback prior to the deadline date for course withdrawal.

XVII Reports from School Representatives on University Committees

- i) **University Senate**
C. A. Ross reported that a committee of the whole was called to discuss the President's stepping down. L. Dandurand will present a summary of the discussion to the Board. He also reported that a decision was made to continue the search for the Provost.
- ii) **Arts and Science Faculty Council – There was not report.**
- iii) **Senate Academic Planning and Priorities**
C. Draimin reported that the committee considered process planning documents used by the University of Saskatchewan and heard presentations on the senior administrators' retreat and on recruitment and retention of undergraduate and graduate students.
- iv) **Senate Academic Programs Committee**
B. Barbieri reported that the committee continued to review curriculum changes, the approval process for a Ph.D. program in the Mel Oppenheim School was underway, and the Exercise Science Department has introduced an honors program as a feed for the M.Sc. Program.
- v) **Senate Research Committee**
L. Switzer reported that the VP Research distributed a document entitled *Interim General Framework for Research Chairs at Concordia University* for feedback. L. Switzer will post the document on First Class and send it to Department Chairs to share with their department members.
- vi) **University Library Committee – There was no report.**
- vii) **Undergraduate Scholarships and Awards Sub-committee**
M. Sharma reported that the Awards ceremony was scheduled on November 19th, 6pm – 8pm.
- viii) **Board of Governors – JMSB-2007-08A-04 - The report was received.**
- ix) **Council of the School of Graduate Studies**
M. Mulrennan reported that the graduate academic appeals procedures have been revised and will now be administered by a student tribunal chaired by an individual with a legal background. All procedures will be taped in keeping with the laws of natural justice.

XVIII CASA Report – JMSB-2007-08A-05

The report concerning the Hong Kong competition was received. With regard to other competitions, V. Esposito reported that three teams were going to Ottawa for the Accountancy Competition followed by the Austin, Texas Competition next Tuesday. He thanked Coaches M. Haber and T. Field for their support. Other CASA activities reported include the CASA comedy show that raised \$1,200 for the SPCA; try-outs for models for the annual CASA Cares fashion show, that raises approximately \$10,000 for the Childrens' Hospital per year, scheduled during the next two weeks; the Entrepreneurship and Management Association Apprenticeship competition; the November 15th DS&MIS and Finance Associations' reception at the Sofitel

Hotel; the Sports Marketing Conference scheduled November 15 – 18th; and the Business Plan Competition.

With regard to the Sports Marketing Conference, A. Gold reported that 150 students from twenty-five universities across-Canada will be participating. Speakers include R. Burns and B. Surin. He announced a new CASA fund-raising initiative entitled Five Days for the Homeless. Following the example of the University of Alberta that raised \$24,000, a number of CASA students, hopefully accompanied by a faculty member, will spend five days on the street in March 2008 to raise funds for a good cause.

XIX New Business

- i) Annual Report – Aviation MBA and Executive MBA Programs - JMSB-2007-08A-06 and JMSB-2007-08A-07

The reports were received. Replacement documents for JMSB-2007-08A-06 and JMSB-2007-08A-07 were distributed.

A.-M.Croteau highlighted the reports noting that the combined programs had a surplus of \$219,048 and an increase in students. She commented that, in comparison with other executive MBA programs, the JMSB EMBA has the largest percentage of female students.

With regard to Exhibit 1 of the EMBA report, she pointed out the substantial decrease in the number of students financed by their employers. With regard to Exhibit 3 of both the AMBA and EMBA reports, she explained that the contribution margins were based on average values calculated over a six-year period for the EMBA and a two-year period for the AMBA.

With regard to marketing, she reported that the launch of the joint McGill/HEC Executive MBA will provide an opportunity by stimulating awareness of the executive format. A marketing consultant has been engaged and focus groups will be conducted to refocus and re-brand the program to create an innovative promotional campaign.

With regard the AMBA, A.-M. Croteau reported that costs have been pared and a surplus of \$20,000 next year was feasible. In light of the suspension of admissions, the AMBA Assistant Director's work has been reduced to one day per week. With regard to admission criteria, she advised that she was working closely with Associate Dean Hochstein and Associate Dean Mulrennan to clarify admission standards. The challenge is to maintain the quality to attract good students and, at the same time, allow the flexibility to remain competitive with other executive programs that, in some cases, accept students rejected by JMSB.

- ii) Annual Report –JMSB Co-op Programs -JMSB-2007-08A-08

On a motion duly seconded (M. Sharma, C. Draimin) Faculty Council granted speaking privileges to M. Buyukkurt, Director, JMSB Co-op Programs.

The report was received. M. Buyukkurt highlighted the report pointing out that JMSB students constitute 59% of Concordia Co-op students. The largest co-ops are in

JMSB-2007-08M

Accountancy, Finance and Marketing. A new co-op in Supply Chain Operations Management has been launched and a proposal for a co-op in International Business has recently been approved by FAPC.

In response to a question about the Reflective Learning course, she advised that JMSB benefits from additional FTEs while students earn nine credits based on their work term reports until such time as the University develops the course content and a procedure for registration. In response to questions about student complaints concerning work assignments and the relationship between the JMSB Co-op Programs and the Career Management Centre, M. Buyukkurt clarified that the Institute for Co-operative Education was responsible for dealing with employers and finding jobs for the students while the JMSB Co-op Programs were responsible for academics only.

- iii) **Bell Centre for Business Process Innovations Report – JMSB-2007-08A-09**
On a motion duly seconded (A.-M. Croteau, B. Barbieri) Faculty Council granted speaking privileges to S. Brutus, Director, Bell Centre for Business Process Innovations.

The report was received. S. Brutus announced the success of the first year of operations that resulted in eight funded research projects. He reported that the feedback from Bell was extremely positive and that an increase in funding was expected. He commented that, contrary to a popular view of business school research, the Centre provides Bell with careful, rigorous, objective and practical research. Lastly, he advised that B. Grohmann had agreed to be the Interim Director, while he was on sabbatical leave for six months starting January 1, 2008

XX Other Business

XXI Adjournment

On a motion duly seconded (M. Sharma, B. Barbieri) the meeting was adjourned at 11:50 a.m.

XXII Next meeting

The next regular meeting of the JMSB Faculty Council will take place on Friday, December 7, 2007 at 09:30 in room GM302.



Instructional & Information
TECHNOLOGY SERVICES



9 November 2007

IITS (Instructional and Information technology Services)

Concordia University

- 40,000 students
- 1,000 faculty
- 2,600 staff

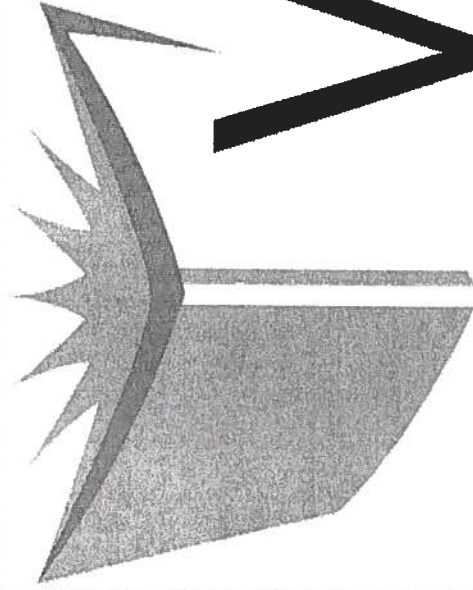
IITS

- Enterprise computing (HR, SIS, SIMS)
- MyConcordia portal
- E-mail
- Wireless (2,000+ simultaneous users)
- Voice and data communications (telephony)
 - » Moved from 3,200 to 4,700 handsets
- Student computer labs
- Media labs
- Classroom technology
- Creative Media Services
- Training and Development
- Equipment depots/labs

WISE

WISE (Web Integrated Services for Education)

- New services for students, faculty and staff.
- Introduced Sept. 2007 as a free service for all students.
- Payable service for students as of Jan. 4th, 2008.



WISE

web integrated services for education

WISE

Wireless mesh (SGW)

- Loyola target date: Dec. 2007.
- Corridor next Sept.
- Concordia University to become ISP.

Web accessible data storage & sharing (1 gig) + software

- Open Office
- Phase II virtual desktop.
- Training in January.
- Accounts currently set up for all attendees.

MS Office Enterprise and MS Student Suite with Encarta

- Payable subscription as of Jan. 1, 2008.
- Subscribers will always have latest version.
- Virus free.
- Low maintenance.

Sophos anti-virus software

WISE

Equipment loans

- Cameras, projectors, etc. from dépôts.
- New online booking system.

Laptop loaners

- 140 new machines.

Online student request forms

- Official transcript request, graduation application, letter request form.

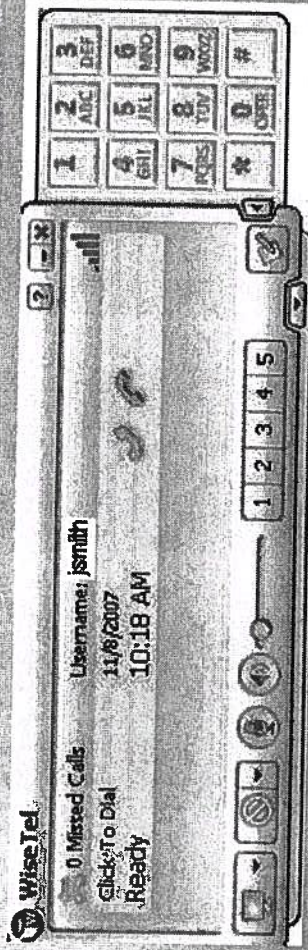
Network Printing

Turnitin.com

- Assess students' work.
- Sensitize students to plagiarism & realize importance of sources.



WISE



Telephony

- Softphone with voice messaging, Montreal number.
- \$17.99/month.
- Download pre-configured softphone to be used on your computer.
- Calls can be made from anywhere you can access the Internet.




Above: PC softphone. Right: MAC softphone

WISE

Click to talk


- Can be deployed onto departmental websites.

 UNIVERSITÉ
Concordia
UNIVERSITY

If you have a functional microphone and speakers you can call us for FREE using your computer and Internet connection. Simply click the button below.

Note: This feature requires Java Runtime Environment (JRE) software. Don't know if you have JRE? Click here for more info.

Talk now

Brought to you by  WISEtel

Messaging, grade entry

Instant messaging

- Open to students only. Available to faculty and staff next term.
- Grades, class schedules, cancelled classes, account balance, etc.
- Emergency alerts.
- Over 1,000 new subscribers in Oct.

Online grade entry

- Grade distribution.
- Course evaluation.
- Course & class data.
- Class lists (image thumbnails).

Classroom technology

- Office of the Registrar classrooms include:
 - Data projector,
 - Computer
 - VHS/DVD player.
- Beginning in Jan. 2008 dépôt staff will be available near classrooms.
- Each faculty member will receive a key that will give her/him access to the teacher console for the duration of the term.
- University-wide one card system which will give access to classroom equipment.
- In the new JMSB building a centralized audio recording system will in place for podcast production.

Feedback

Faculty representatives

- Request for 2 reps to sit on advisory council.
- Meetings to be held each term.
- Bring ideas forward re. IT.

Faculty survey

- Sent via e-mail to over 1,600 full-time and part-time faculty Oct. 24th.
- Follow-up interviews welcome and appreciated.
- Results used to assess current state of technology use by faculty in order to design and develop training initiatives.

Technical assistance

- IITS Helpline. Ext. 7613 or help@concordia.ca.

Feedback, suggestions, comments

- Anne-Marie Curatolo, Communications Coordinator, IITS
– Ext. 7614 or am.curatolo@concordia.ca.

Instructional and Information Technology Service (IITS)

Concordia University's Instructional and Information Technology Services (IITS) is made up of a team of more than 150 people whose responsibilities include maintaining and developing the university's administrative computer systems, our telephone system, and computer network infrastructure as well as student computer labs, media labs and all audio visual equipment used in classrooms. For more information, please consult the IITS website at <http://iits.concordia.ca> or come by one of our Service Areas with your questions.

Classroom Technology

Most classrooms on the SGW and Loyola campuses are equipped with a data projector, a computer, and a VHS/DVD. In order to make use of this technology, you will need to book a key with IITS. You may book a key for the entire semester if you wish, or for individual classes. To do so, please contact:

SGW Campus Classroom Bookings:	
In Person	H-417
Telephone	514-848-2424 ext. 3444
E-mail	sgwbook@alcor.concordia.ca
Loyola Campus Classroom Bookings:	
In Person	CC-207
Telephone	514-848-2424 ext. 3465
E-mail	loybook@alcor.concordia.ca

IITS provides classroom technology training. It is highly recommended to contact IITS Equipment Depot and Service Area staff to get a demonstration on how to use the equipment in the classrooms, especially since not all layouts are the same. For training, simply go to one of the Depot locations or make an appointment by phone. The Depots on both campuses offer video cameras, digital and various types of audio recorders, as well as TV's, VCR's, DVD players and small sound systems to help with your lectures. Bookings for labs and equipment should be made at least **three days in advance**.

IITS Equipment Depot and Service Area Hours of Operation

SGW and Loyola	Monday-Friday: 8:30 – 23:00 Saturday: 8:30 – 17:00
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Locations (SGW)

Equipment Depot and Service Area	H-421
Telephone	514-848-2424 ext.3435
Computer Lab Service Area	H-925
Telephone	514-848-2424 ext.7655

Locations (Loyola)

Equipment Depot and Service Area	CC-207
Telephone	514-848-2424 ext.3466

Wireless Network

The Concordia University Wireless Network is designed to provide students, faculty, and staff access to network services from virtually anywhere on both the SGW and Loyola campuses. For information on connecting to Concordia University's Wireless Network, please visit:

<http://wireless.concordia.ca>

Instructional and Information Technology Service (IITS)

IITS Helpline

As a central technical resource for the Concordia community, the IITS Helpline is committed to ensuring the smooth operation of all computer and technology related issues. Helpline professionals are responsible for effectively dealing with caller inquiries from report to completion. They can be reached at **514-848-2424 ext. 7613** or **help@concordia.ca** - **Monday to Friday, 8 a.m. to 10 p.m.** Technical problems in IITS-managed labs and classrooms should be reported to the SGW or Loyola Service Areas (**H-925 or CC-207**). For more details, please go to: <http://helpline.concordia.ca/>

Training & Development

IITS is committed to serving the Concordia community as an training resource. We provide a wide variety of hands-on workshops to faculty, staff and students on all university supported software. Most of the workshops are offered twice a year (Fall and Winter) and span the entire computing spectrum, from PC-based applications to operating systems, the Web and other Internet topics. The IITS Training and Development group offers various methods of training and is extremely adaptable to different learning needs and styles. For more details, please visit us at:

<http://iits.concordia.ca/services/training/index.shtml>

Moodle

Moodle is Concordia's Course Management System that allows faculty to create websites for their courses and research projects. It provides tools that allow instructors to post their lecture notes, give quizzes, manage student grades, and host discussions. To get started with Moodle, download the following info-note for instructors at:

http://helpline.concordia.ca/infonotes/general/moodle_instructors.shtml

For a complete and updated list of all upcoming training workshops (Moodle or otherwise), and/or to register for a workshop, please visit: <http://iits.concordia.ca/services/training/register/index.php>.

Information about other IITS services

- Computer Lab Bookings: http://iits.concordia.ca/services/labs_equipment/index.shtml
- Creative Media Services: <http://iits.concordia.ca/creativemedia/>
- IITS Helpline: <http://helpline.concordia.ca/>
- Other Faculty Services: http://iits.concordia.ca/services/faculty_services/index.shtml

**FREE FOR ALL STUDENT
UNTIL JAN. 4TH, 2008**

WISE services include:

- Wireless access (external)
- Web accessible data storage & sharing (1 gig)
- Web accessible software
- Instant messaging (including grades & class schedules)
- Turnitin.com
- Equipment loans (cameras, projectors, etc.) from the depots
- Laptop loaners (140 new machines!)
- Student request forms (official transcript requests, graduation application forms, letter requests etc.)
- Network printing
- Open Office
- Microsoft Office Enterprise and Microsoft Student Suite with Encarta

Telephony

Available to all Concordia students for only \$17.99/month. Includes a softphone with voice messaging, Montreal number.

- Download a pre-configured softphone to be used from your computer
- Calls can be made from anywhere you access the Internet (home, café etc.)



Get all the details on how to try out these services at **MyConcordia.ca**

For more information, contact the Digital Store at 514.848.2424 ext. 4141 or wise@concordia.ca
For technical assistance, contact the IITS Helpline at 514.848.2424 ext. 7613 or help@concordia.ca

These WISE services will be available on a subscription basis as of Jan. 4th, 2008 (sign up at MyConcordia.ca)

